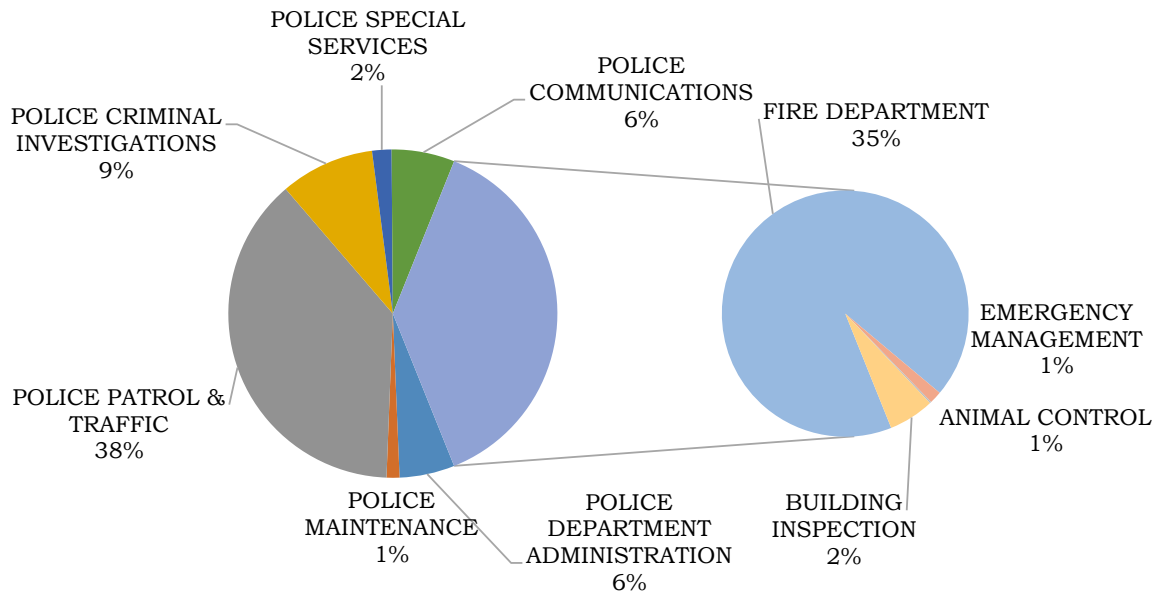


**Program Summaries-
Public Safety**

**CITY OF BRISTOL, CONNECTICUT
2016-2017 BUDGET
GENERAL FUND EXPENDITURE SUMMARY FOR PUBLIC SAFETY**

ORGCODE	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
0012110	POLICE DEPARTMENT ADMINISTRATION	\$1,010,963	\$1,156,150	\$1,179,421	\$1,784,635	\$1,279,805
0012111	POLICE MAINTENANCE	290,145	327,980	328,395	299,685	299,685
0012112	POLICE PATROL & TRAFFIC	8,518,672	8,941,975	8,941,975	8,991,320	8,991,320
0012113	POLICE CRIMINAL INVESTIGATIONS	2,247,107	2,145,605	2,145,605	2,186,030	2,186,030
0012114	POLICE SPECIAL SERVICES	759,245	450,000	450,000	450,000	450,000
0012115	POLICE COMMUNICATIONS	1,399,052	1,503,300	1,642,359	1,464,410	1,462,410
0012211	FIRE DEPARTMENT	\$7,731,051	7,912,005	8,125,855	\$8,422,735	8,235,175
0012312	ANIMAL CONTROL	141,567	146,690	146,733	144,980	144,980
0012413	EMERGENCY MANAGEMENT	14,985	19,000	21,500	19,005	19,005
0012615	BUILDING INSPECTION	487,726	524,880	525,918	565,475	532,795
TOTAL PUBLIC SAFETY		\$22,600,513	\$23,127,585	\$23,507,761	\$24,328,275	\$23,601,205

Public Safety Summary 2016-2017



POLICE DEPARTMENT

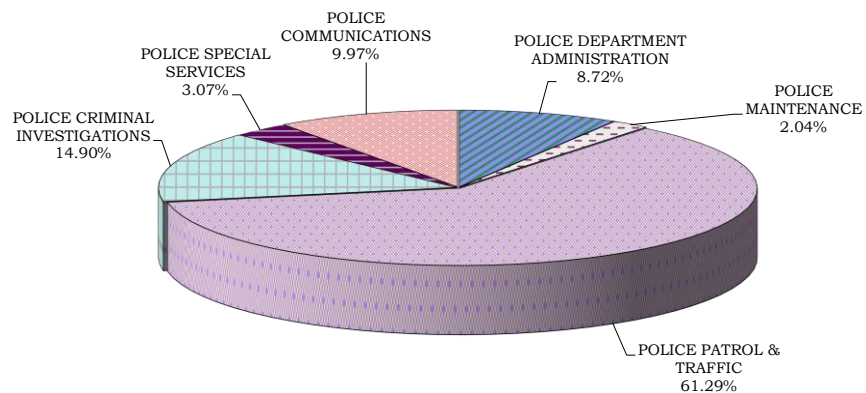
Chief Brian Gould
131 North Main Street
Office: 860-584-3091
briangould@bristolct.gov



CITY OF BRISTOL, CONNECTICUT 2016-2017 BUDGET GENERAL FUND EXPENDITURE SUMMARY FOR POLICE DEPARTMENT

ORGCODE	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
0012110	POLICE DEPARTMENT ADMINISTRATION	\$1,010,963	\$1,156,150	\$1,179,421	\$1,784,635	\$1,279,805
0012111	POLICE MAINTENANCE	290,145	327,980	328,395	299,685	299,685
0012112	POLICE PATROL & TRAFFIC	8,518,672	8,941,975	8,941,975	8,991,320	8,991,320
0012113	POLICE CRIMINAL INVESTIGATIONS	2,247,107	2,145,605	2,145,605	2,186,030	2,186,030
0012114	POLICE SPECIAL SERVICES	759,245	450,000	450,000	450,000	450,000
0012115	POLICE COMMUNICATIONS	1,399,052	1,503,300	1,642,359	1,464,410	1,462,410
TOTAL POLICE DEPARTMENT		\$14,225,184	\$14,525,010	\$14,687,755	\$15,176,080	\$14,669,250

POLICE DEPARTMENT SUMMARY 2016-2017





Captain Thomas Calvello

POLICE DEPARTMENT- ADMINISTRATION

Service Narrative

Among the responsibilities of the Police Department are the prevention of crimes, protection of property and the rights of persons, preservation of the public peace, enforcement of state statutes and city ordinances, apprehending and arresting criminals, administering rescue and life-saving services, regulation of traffic, accident investigation, and management of the State Accreditation process. Police services also include presentation of educational programs, searching for missing children and adults, traffic surveys, checking homes and businesses, and providing assistance and information to local citizens and non-residents. The Administration Division oversees the operations of the police department. It consists of one chief of police, two captains, two civilian administration office staff, and four civilian office personnel who staff the Records Division, handle the department's weekly payroll duties, and assist with preparation of the department's annual budget.

Fiscal Year 2016 Major Service Level Accomplishments

- Provided quality police services while maintaining fiscal oversight.
- Increased community interaction with the continuation of walking beat "teams" in the downtown area.
- Enhanced enforcement of motor vehicle laws and overall traffic safety.
- Successful collaboration with other city departments to ensure that public safety needs were met and address overall quality of life issues.
- Implemented Mountain Bike Patrols.
- Implemented Police Motorcycle Unit.
- Implemented Neighborhood Watch Program.

Public Safety - (continued)

Fiscal Year 2017 Major Service Level Goals

- Maintain Mountain Bike Patrols in the Downtown areas in spite of difficult economic times.
- Increase Community Policing philosophy throughout all sectors of the Police Department.
- Continue efforts to increase community interaction in spite of difficult economic times. The department hopes to continue youth programs such as the downtown youth basketball league, Roberto Clemente Baseball League, and Neighborhood Watch Programs.
- Collaborate with the Bristol Board of Education concerning school safety initiatives.
- Enhance public safety by enforcement of motor vehicle laws and traffic safety. The department recognizes the quality of life issues that are attached to issues such as serious traffic accidents, DUI, speeding, and road design.
- Continue project to replace traffic signs with retro-reflectivity signs so that signs are more visible to motorists and to comply with Federal Traffic Safety rules.
- Installation of traffic detection devices at intersections to improve traffic flow.
- As the downtown revitalization project continues to evolve, the Police Department will continue to work closely with other city departments to ensure public safety needs are met.

Long Terms Goals

- Regain normal staffing levels to better serve the public and to reduce overtime expenditures.
- Continuation of the State Accreditation process.
- Maintain the highest level of public confidence in the department via consistent professional job performance by employees.





Lieutenant Michael Duval

Police Department- Records Division & Technology Unit

Service Narrative

The Records Division has various areas of responsibilities within the police department which include the following tasks related to police reports; processing, filing, and retrieval of reports, records retention and destruction, fulfilling subpoena requests and Freedom of Information requests pursuant to current FOI laws. Electronic and paper record files are updated based on court dispositions. Records Division staff responsibilities also include financial components such as payroll processing, burglar alarm accounting, billing and notice of violation mailings, parking ticket entry and accounting. Overdue alarm accounts are referred to Corporation Counsel. The staff also responds to walk-in requests for information, distributes pistol permits, and provides criminal background checks for those who request them for employment and housing purposes. The Records Division is also responsible for the collection of statistical crime data that is forwarded to the State of Connecticut's Uniform Crime Reporting program.

The court liaison officer enters court issued protective and restraining orders and released parolees into the in-house system on a daily basis. The officer processes arrest warrants, transmits case files among various courts, enters court issued arrest warrants into the NCIC and COLLECT systems and tracks warrants served by the police department.

The Technology Unit is responsible for supporting, developing and updating technology throughout the police department. Areas of responsibility include the support and maintenance of Computer Aided Dispatch (CAD), Records Management Systems (RMS), maintaining video surveillance software and the card key access system. Installation of computers, printers and other technology equipment is performed by the technology staff. The computer server room is monitored by staff and portable radios are maintained, programmed and sent for repair by the Technology Unit. The Body Worn Camera program is maintained by the unit.

**Program Summaries-
Public Safety**

Public Safety - (continued)**Fiscal Year 2016 Accomplishments**

- Completed body camera study and selected, purchased and deployed body camera platform.
- Revised Freedom of Information policy and procedures to reflect new requirements.
- Converted to 4G modems in all line and spare cruisers.
- Brought school cameras on-line in dispatch center.

Fiscal Year 2017 Major Service Level Goals

- Evaluate new parking ticket tracking software to replace existing, aging unsupported product.
- Research alternate alarm tracking software to replace current inadequate software program.
- Upgrade map interface in MDTs.
- Card Key Access to schools.
- Upgrade servers.

Long Term Goals

- Remain up to date with current software and hardware by monitoring emerging trends in the industry.
- Evaluate off site “cloud” storage for electronic records.
- Evaluate current records retention procedures.

Performance Measures**Quantitative:**

	2011	2012	2013	2014	2015
Murder	1	3	2	3	0
Rape	12	22	11	10	11
Robbery	52	53	45	35	41
Aggravated Assault	55	26	19	23	27
Burglary	365	360	310	336	231
Larceny	1,017	1,081	1,170	1091	874
Motor Vehicle Theft	114	70	99	89	122
Arson	10	7	6	6	0

Accident and Motor Vehicle Enforcement

	2011	2012	2013	2014	2015
Accident Reports	2,154	1,909	1,839	1,869	1,901
Property Damage Accidents	1,510	1,654	1,396	1,506	1,455
Injury Accidents	488	408	440	362	411
Fatal Accidents	4	3	3	1	5
Arrests Motor Vehicle	1,487	2,545	2,718	1,742	3,208
Written Warnings	3,837	3,905	3,180	3,548	3,189

**Program Summaries-
Public Safety**

Public Safety - (continued)

Parking Tickets

	FY12	FY13	FY14	FY15	FY16
Tickets Issued	3,096	2,478	1,969	1,556	2,391
Amount Collected	\$74,440	\$61,301	\$46,435	\$39,380	\$53,740

Arrest Warrant Report

	2011	2012	2013	2014	2015
Misdemeanors	313	254	220	272	507
Felonies	192	222	215	236	401
Total Warrants Served	505	476	435	508	908

Alarm Collections

	FY12	FY13	FY14	FY15	FY16
Alarm Fines Collected	\$19,140	\$21,210	\$20,285	\$19,080	\$17,195
Unpaid Fines	\$77,850	\$4,770	\$6,750	\$9,475	\$16,045
Alarms Responded to	1,591	1,607	1,686	1,883	1,561

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$606,234	\$770,790	\$777,195
Full time Positions	9	10	10

**Program Summaries-
Public Safety**

Public Safety - (continued)

Budget Highlights

0012110 POLICE ADMINISTRATION

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
514000		REGULAR WAGES	\$596,411	\$759,040	\$759,040	\$763,445	\$763,445
515100		OVERTIME	5,954	8,000	8,000	10,000	10,000
517000		OTHER WAGES	3,869	3,750	3,750	3,750	3,750
TOTAL SALARIES			\$606,234	\$770,790	\$770,790	\$777,195	\$777,195
CONTRACTUAL SERVICES							
522100		CLOTHING ALLOWANCE- LOCAL 754	\$133,610	\$124,875	\$124,875	\$131,700	\$131,700
522300		UNION CONTRACT RESPONSIBILITY	256	200	200	200	200
531000		PROFESSIONAL FEES AND SERVICES	29,051	33,510	33,510	31,430	31,430
531050		TEST FEES	0	1,750	1,750	1,750	1,750
541000		PUBLIC UTILITIES	22,569	28,000	28,000	27,000	27,000
542140		REFUSE	182	300	300	250	250
543000		REPAIRS AND MAINTENANCE	14,135	20,610	20,610	106,720	106,720
544400		RENTS AND LEASES	8,004	9,175	9,175	8,675	8,675
553000		TELEPHONE	28,328	26,500	26,500	28,000	28,000
553100		POSTAGE	2,653	3,000	3,000	3,000	3,000
554000		TRAVEL REIMBURSEMENT	77	50	50	100	100
555000		PRINTING AND BINDING	2,817	7,500	7,500	5,500	5,500
581120		CONFERENCES AND MEMBERSHIPS	4,792	5,000	5,000	5,910	5,910
581135		SCHOOL AND EDUCATION	53,402	49,780	52,401	66,960	66,960
TOTAL CONTRACTUAL SERVICES			\$299,876	\$310,250	\$312,871	\$417,195	\$417,195
SUPPLIES AND MATERIALS							
561800		PROGRAM SUPPLIES	\$62,435	\$67,810	\$67,810	\$78,615	\$78,615
569000		OFFICE SUPPLIES	5,774	7,300	7,300	6,800	6,800
TOTAL SUPPLIES AND MATERIALS			\$68,209	\$75,110	\$75,110	\$85,415	\$85,415
CAPITAL OUTLAY							
570900	13042	CAMERA	\$28,068	\$0	\$2,540	\$0	0
570900	13043	KEY SYSTEM	8,576	0	18,110	0	0
579999		EQUIPMENT	0	0	0	504,830	0
TOTAL CAPITAL OUTLAY			\$36,644	\$0	\$20,650	\$504,830	\$0
TOTAL POLICE DEPT. ADMINISTRATION			\$1,010,963	\$1,156,150	\$1,179,421	\$1,784,635	\$1,279,805

Board of Police Commissioners

Term Expires

Chairman Ken Cockayne, Mayor
Edward D'Amato Sr.
Eric Schwab
David Maikowski
Robert Moreau
Jodi Zils Gagne, Council Member
Kevin Fuller

11/2017
12/2018
12/2018
12/2018
12/2017
12/2017
11/2016

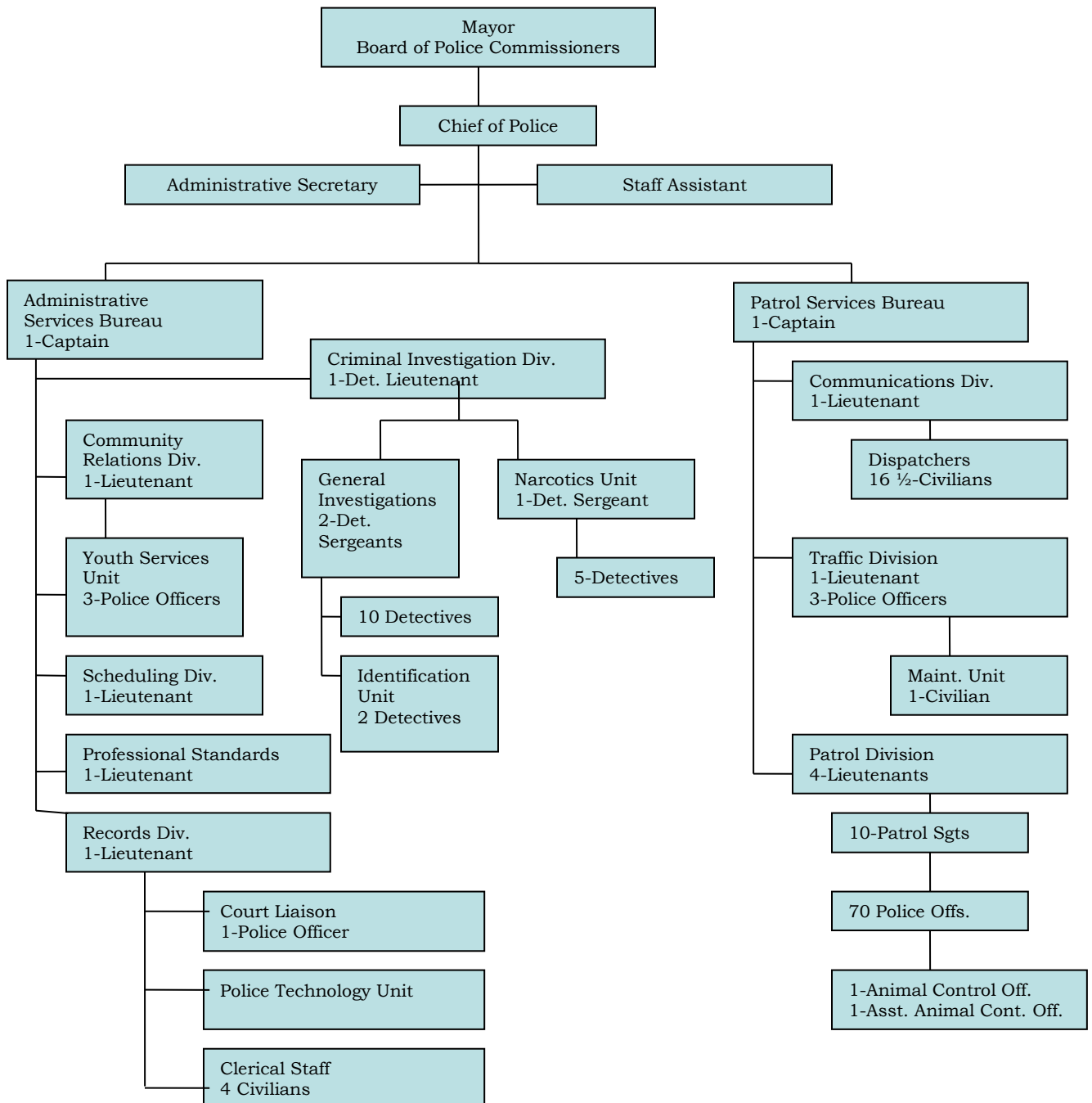
Board of Finance Liaison

Cheryl Thibeault

06/2017

Public Safety - (continued)

Organizational Chart





POLICE DEPARTMENT- MAINTENANCE

Service Narrative

The Traffic Maintenance Unit is staffed with one fulltime civilian. Duties include repair and preventive maintenance to police vehicles, repair & replace regulatory signage throughout the city, and minor repairs to traffic control signals. The unit also assists with street closures during special events such as parades, road races, and car shows.

Fiscal Year 2016 Major Service Level Accomplishments

- Completed the federal mandate to replace all local regulatory signage in the City with retro-reflective signs.
- In conjunction with Bristol FC Gymnastics, installed way-finding signage for their parking lot.
- Ensured the police fleet remained in a state of good repair through preventive maintenance and reasonable cost.
- Maintained traffic control signals and signs throughout the city.

Fiscal Year 2017 Major Service Goals

- To ensure public safety, continue to maintain traffic control signals and signs throughout the city.
- Install Radar Blinker signs.
- Implement a key management system for the police fleet.

Long Term Goals

- Install vehicle detection cameras at all local signalized intersections.
- Replace aging equipment in traffic control boxes.

**Program Summaries-
Public Safety**

Public Safety - (continued)

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$52,778	\$59,480	\$59,185
Full time Positions	1	1	1

Budget Highlights

0012111 POLICE MAINTENANCE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
514000		REGULAR WAGES	\$44,763	\$51,230	\$51,230	\$50,935	\$50,935
515100		OVERTIME	8,015	7,000	7,000	7,000	7,000
517000		OTHER WAGES	0	1,250	1,250	1,250	1,250
TOTAL SALARIES			\$52,778	\$59,480	\$59,480	\$59,185	\$59,185
CONTRACTUAL SERVICES							
543100		MOTOR VEHICLE SERVICE AND REPAIRS	\$40,519	\$44,500	\$44,500	\$44,500	\$44,500
TOTAL CONTRACTUAL SERVICES			\$40,519	\$44,500	\$44,500	\$44,500	\$44,500
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES	\$9,465	\$12,000	\$12,415	\$12,000	\$12,000
562600		MOTOR FUELS	152,087	168,000	168,000	140,000	140,000
563000		MOTOR VEHICLE SERVICE	16,109	23,000	23,000	23,000	23,000
563100		TIRES, TUBES, CHAINS, ETC	19,187	21,000	21,000	21,000	21,000
TOTAL SUPPLIES AND MATERIALS			\$196,848	\$224,000	\$224,415	\$196,000	\$196,000
TOTAL POLICE DEPT. MAINTENANCE			\$290,145	\$327,980	\$328,395	\$299,685	\$299,685



Captain Edward Spyros

POLICE DEPARTMENT- PATROL & TRAFFIC

Service Narrative

The Patrol Division is the largest division within the police department and is responsible for all uniformed patrol activities within the City of Bristol. The majority of officers are assigned to the Patrol Division, including lieutenants, sergeants and patrol officers. This division is fully staffed around the clock.

The basic Patrol Division duties and responsibilities are:

- To deter crime.
- To protect and serve the community.
- To keep peace.
- To provide round-the-clock patrols of the city.
- To be first responders to calls for service.
- To enforce criminal laws, city ordinances and motor vehicle laws.
- To provide assistance, information or referrals if needed.
- To represent a positive and professional image of the City of Bristol.
- To promote trust, cooperation and respect for the Bristol Police Department within the community.
- To arrest criminal offenders.
- To conduct preliminary investigations at accidents and crime scenes.

Upon graduation from the police academy, all officers begin their careers in the Patrol Division.

The Patrol Division is directly responsible for the day-to-day services provided to citizens within the 27 square miles of Bristol. The officers enforce all local ordinances and state laws involving motor vehicle violations and criminal offenses. Public safety is the foremost responsibility of the Bristol Police Department's Patrol Division. The Patrol Division is the most visible to the public as they respond to a wide variety of complaints. On average, the police department responds to over 60,000 calls for service each year.

One of the most frequent calls for service is a medical emergency. All officers are trained as Emergency Medical Responders (EMR), and carry oxygen and Automatic External Defibrillators (AED) in their cruisers. Many officers are assigned to "directed patrols" in various areas of the city. These can include anything from traffic enforcement to monitoring the activities of drug offenders. In addition to directed patrols, officers can

Public Safety - (continued)

be assigned to a cruiser, foot patrol, bike patrol or the newly created Police Motorcycle Unit to monitor their area of the city. Special police units are also assigned to assist the Patrol Division. These include Code Enforcement, Canine (K9), Central Region Emergency Response Team (CRERT) and the Serious Traffic Accident Reconstruction Team (START).

The men and women of the Bristol Police Department's Patrol Division are the first line of defense in the fight against crime. Their professionalism and diligence helps to improve the quality of life in the City of Bristol.

The Traffic Division falls under the Patrol Services Bureau and plays a major role in the operation of the Bristol Police Department (BPD). Six (6) full time police officers are assigned to this division. The goal of the Traffic Division is to reduce traffic crashes and injuries throughout the city. While proactive police enforcement is a tool for helping to achieve this goal, voluntary compliance from the public is the ultimate goal.

The basic Traffic Division duties and responsibilities are:

- To oversee the BPD Motorcycle Unit.
- To perform daily traffic law enforcement duties by conducting visible radar enforcement singularly or in conjunction with Patrol Division.
- To identify traffic safety issues in local neighborhoods and serve as the Legal Traffic Authority within the City of Bristol.
- To investigate vehicular and pedestrian traffic on city roads and rights of way and advise and recommend to the Board of Police Commissioners possible infrastructure, personnel and operation improvements that may enhance the safety of motorists and pedestrians.
- To prioritize and coordinate traffic law enforcement efforts by members of the patrol division on all shifts to ensure the department is effectively meeting the needs of the community.
- To coordinate and/or establish public awareness campaigns and educational programs in conjunction with the National Highway Traffic Safety Administration; Governor's Highway Safety Bureau; and Mothers Against Drunk Driving to enhance traffic safety including but not limited to programs to encourage the use of safety belts and child safety seats as well as programs designed to discourage drunk driving, underage drinking, and road rage incidents.
- To schedule and oversee placement of the Speed Monitoring Awareness Trailer obtained by the department as a traffic calming device and review data recorded by the traffic statistics computer to prioritize locations for targeted enforcement.
- To develop and oversee traffic plans and control for special events as directed by the Chief of Police.
- To conduct periodic inspections of roadways which have a high accident frequency to facilitate safety improvements.
- To ensure proper warning signs, parking restrictions and posted speed zoning is maintained.
- To ensure proper maintenance and certification of traffic enforcement equipment (radar units, breath testing equipment) is conducted.
- To oversee the Police Mountain Bike Patrol program.
- To perform other duties related to the department's traffic safety programs as required by the Chief of Police, including but not limited to researching grant opportunities and technology to enhance traffic safety in the community.

Public Safety - (continued)

The traffic officers receive advanced training in areas such as accident investigation and reconstruction, DWI enforcement and photography. The officers make use of laser units for speed enforcement and the radar speed trailer to give drivers instant feedback on how fast they are traveling. Computerized equipment is used to reconstruct accident scenes and plot accident diagrams. The Serious Traffic Accident Reconstruction Team (START) is a unit with the Traffic Division. Members of this unit respond to crashes where a serious injury or fatality has occurred. These members also have specialized training in accident investigation and reconstruction. Traffic officers are also trained in the installation of child safety seats.

Fiscal Year 2016 Major Service Level Accomplishments

- Effective deployment of available resources.
- Identified and maintained optimal response times for high priority calls for service.
- Identified crime trends and target locations with heavy demand for service in an effort to prevent/deter future crime, i.e. West End Walking Beats, Bicycle Patrols.
- Served numerous arrest warrants and worked with other law enforcement agencies.
- Built and grew relationships with the community of Bristol through Community Relations Division.
- Ensured that investigations/arrests resulted in criminal prosecutions wherever possible working with other Law Enforcement Agencies as well as the State's Attorney's Office.
- Obtained grant funding to focus on Violent Crime Prevention.
- Obtained grant funding for Driving Under the Influence (DUI) enforcement.
- Participated in two (2) waves for "Click it or Tick it" seatbelt enforcement.
- Obtained grant funding for cell phone and texting enforcement.
- Continued sponsorship of Bristol Police Explorer Scouts, a division of the Boy Scouts of America.

Fiscal Year 2017 Major Service Goals

- Enhance the safety of our community.
- Increase staffing to full authorized level.
- Promote a proactive, innovative and efficient organization.
- Grow and enhance community and stakeholder partnerships.
- Obtain grant funding to assist in furthering the Department's mission.

Long Term Goals

- Protect and serve the community with integrity and professionalism.
- Increase staffing levels and ensure efficient deployment commensurate with responsibilities within the City of Bristol.
- Maintain communication and a positive image with community groups and the public.
- Re-evaluate and continue to improve upon major service goals and accomplishments.

**Program Summaries-
Public Safety**

Public Safety - (continued)

Performance Measures

Quantitative:

Accident and Motor Vehicle Enforcement	2014	2015
Accident Reports	1,869	1,901
Property Damage Accidents	1,506	1,455
Injury Accidents	362	411
Fatal Accidents	1	5
Arrests Motor Vehicle	1,742	3,208
Written Warnings	3,548	3,189

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$8,518,672	\$8,941,975	\$8,991,320
Full time Positions	94	95	95

Budget Highlights

0012112 POLICE PATROL & TRAFFIC

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
514000		REGULAR WAGES	\$6,361,495	\$6,841,975	\$6,841,975	\$6,891,320	\$6,891,320
515100		OVERTIME	1,466,068	1,400,000	1,400,000	1,400,000	1,400,000
517000		OTHER WAGES	691,109	700,000	700,000	700,000	700,000
TOTAL SALARIES			\$8,518,672	\$8,941,975	\$8,941,975	\$8,991,320	\$8,991,320
TOTAL POLICE PATROL & TRAFFIC							



Detective Lieutenant Kevin Morrell

POLICE DEPARTMENT- CRIMINAL INVESTIGATION

Service Narrative

The Criminal Investigation Division's (CID) main function is to provide investigative assistance on cases that cannot be fully investigated by the uniformed Patrol Officer. This allows the Patrol Officer to return to regular duties and community policing initiatives sooner while enhancing the quality of the investigations, the identification and apprehension of law violators. CID investigations include burglaries, robberies, serious assaults, sexual assaults, untimely or suspicious deaths, murders, arsons, computer crimes, vice and illegal drug activity. CID personnel identify, preserve and collect evidence, and prepare cases for court.

Fiscal Year 2016 Major Service Level Accomplishments

- During the year four previously investigated murder and attempted murder cases made their way through the court system. In three of them the suspects arrested by CID pled guilty and in the fourth the suspect was convicted after a jury trial.
- Expanded the number of personnel assigned to a Drug Enforcement Administration (D.E.A.) Task Forces, with one focusing on illicit narcotics while the other focuses on prescription medication abuses. Both were involved in Connecticut drug investigations and arrests that directly affected the City of Bristol.
- Put into service the new Crime Scene Van to facilitate the anticipated increase in crime scene and evidence processing. The van was purchased fully equipped with the tools and equipment necessary to accomplish the forensic processing, and evidence collection at crime scenes.
- Staffed a civilian position within the property/evidence room. This initiative will allow the two detectives currently assigned those duties to process crime scenes and evidence.
- During this fiscal year we processed a record number of pistol permit applications. Over 700 were processed this year, doubling the number from the previous year. This has been a strain on resources, but we continue to make improvements to streamline the process.

Public Safety - (continued)

Fiscal Year 2017 Major Service Level Goals

- Continue the effort to revamp property/evidence room with our civilian property room clerk who is responsible for property/evidence management.
- Expand the number of Detectives to be trained in Crime Scene Processing.
- Increase the number of Personnel assigned to the Narcotics Enforcement Team (NET).
- Continue to increase training of detectives in areas to include but not limited to; Cyber Crimes, Fraud, Crime Scene Management, Child Sexual Assault Investigations, Sexual Assault Investigations, Financial Crimes, and legal updates.

Long Term Goals

- To create a Crime Suppression/Vice Unit to work in conjunction with NET. This new unit would take volunteers from the Patrol Force to work with NET and be supervised by the Detective Sergeant assigned to NET.
- Continue to revamp the way Bristol Police Department handles, stores, and manages property and evidence. This is an essential function of the department and one that has not seen significant improvements to keep up with the vast amount of property taken in on a daily basis. This process will include developing policies and procedures to address the storage, destruction, and return of evidence and property in an effort to streamline and organize the property room while maintaining a chain of custody for evidence and reducing any potential liability to the department from the mishandling of property/evidence.
- To create a crime scene processing team to include patrol officers and detectives with an interest and aptitude for this type of work. The selected volunteers for this team will receive advanced training in this area. They will be utilized to process the more complicated crime scenes. The team concept will provide a wider pool of investigators to be called in to process scenes. We will strive to achieve the training and expertise to process all major crime scenes and no longer have to rely on an outside agency
- To provide additional training to detectives so that they can become specialists in specific areas of investigation such as, Child Sexual Assault, Sexual Assault, Financial Crimes, Identity Theft and Arson.

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$2,247,107	\$2,145,605	\$2,186,030
Full time Positions	21	21	21

Program Summaries- Public Safety

Public Safety - (continued)

Budget Highlights

0012113 POLICE CRIMINAL INVESTIGATIONS

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
514000		REGULAR WAGES	\$1,647,580	\$1,675,710	\$1,675,710	\$1,666,135	\$1,666,135
515100		OVERTIME	431,152	300,000	300,000	350,000	350,000
517000		OTHER WAGES	168,375	169,895	169,895	169,895	169,895
TOTAL SALARIES			\$2,247,107	\$2,145,605	\$2,145,605	\$2,186,030	\$2,186,030
TOTAL CRIMINAL INVESTIGATIONS			\$2,247,107	\$2,145,605	\$2,145,605	\$2,186,030	\$2,186,030



POLICE DEPARTMENT- SPECIAL SERVICES

Service Narrative

The Police Department Special Services account facilitates activities outside the normal routine patrol and criminal investigations. It was established to account for private vendors who hire police officers to perform various activities such as directing traffic at road construction sites and assisting at community functions such as parades, carnivals, and bazaars.

The costs of all services performed under the Special Services Account are reimbursed to the City along with a 15% surcharge.

The revenues received exceed the costs associated with the services provided. The revenue side can be found behind the "Operating Budget" tab on page 117.

**Program Summaries-
Public Safety**

Public Safety - (continued)

Budget Highlights

0012114 POLICE SPECIAL SERVICES

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
515118		POLICE SPECIAL SERVICES	\$759,245	\$450,000	\$450,000	\$450,000	\$450,000
		TOTAL SALARIES	\$759,245	\$450,000	\$450,000	\$450,000	\$450,000
		TOTAL POLICE SPECIAL SERVICES	\$759,245	\$450,000	\$450,000	\$450,000	\$450,000



Officer at work



Mountain Bike Patrol



Lieutenant Mark Morello

POLICE DEPARTMENT- COMMUNICATIONS

Service Narrative

The basic function of the Bristol Police Department Communications Division is to answer calls for service from the general public or sworn personnel, dispatch the appropriate resources, and satisfy the immediate information needs of Emergency Service Personnel while they carry out their duties.

Fiscal Year 2016 Major Service Level Accomplishments

- Selected Motorola to complete citywide public safety radio system project and begun implementation.
- Incorporated an expanded and updated communications center as part of the radio system project.

Fiscal Year 2017 Major Service Level Goals

- Complete citywide public safety radio system replacement project.
- Add a Communications Center Training and Quality Assurance position.

Long Term Goal

Our long term goal within the Communications Division is to create a quality assurance and training position which will help to ensure we are providing our employees and the community they serve the highest level of training and service possible.

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$1,144,389	\$1,189,555	\$1,187,265
Full time Positions	17.5	17.5	17.5

**Program Summaries-
Public Safety**

Public Safety - (continued)

Performance Measures

	2011	2012	2013	2014	2015
Number of 911 Calls	27,717	24,616	24,315	24,404	26,609
Calls for Service	53,272	65,736	58,409	61,860	59,746



Budget Highlights

0012115 POLICE COMMUNICATIONS

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
514000		REGULAR WAGES	\$867,659	\$908,410	\$908,410	\$903,120	\$903,120
515100		OVERTIME	184,599	190,000	190,000	190,000	190,000
515200		PART TIME	19,415	21,145	21,145	21,145	21,145
517000		OTHER WAGES	72,716	70,000	70,000	75,000	73,000
TOTAL SALARIES			\$1,144,389	\$1,189,555	\$1,189,555	\$1,189,265	\$1,187,265
CONTRACTUAL SERVICES							
522100		CLOTHING ALLOWANCE	\$6,068	\$5,615	\$5,615	\$5,615	\$5,615
531000		PROFESSIONAL FEES	0	875	875	800	800
531140		TRAINING	8,727	6,000	23,311	5,145	5,145
541000		PUBLIC UTILITIES	16,100	22,300	22,300	20,000	20,000
543000		REPAIRS AND MAINTENANCE	181,055	196,650	196,650	202,180	202,180
553000		TELEPHONE	4,390	5,500	5,500	5,000	5,000
554000		TRAVEL REIMBURSEMENT	695	250	250	500	500
555000		PRINTING AND BINDING	56	400	400	150	150
562300		GENERATOR FUEL	0	1,250	1,250	1,250	1,250
570920		CAPITAL	35,485	70,000	191,748	31,685	31,685
581120		CONFERENCES AND MEMBERSHIPS	229	455	455	1,120	1,120
TOTAL CONTRACTUAL SERVICES			\$252,805	\$309,295	\$448,354	\$273,445	\$273,445
SUPPLIES							
561800		PROGRAM SUPPLIES	\$1,040	\$2,500	\$2,500	\$500	\$500
569000		OFFICE SUPPLIES	818	1,950	1,950	1,200	1,200
TOTAL SUPPLIES			\$1,858	\$4,450	\$4,450	\$1,700	\$1,700
TOTAL POLICE COMMUNICATIONS			\$1,399,052	\$1,503,300	\$1,642,359	\$1,464,410	\$1,462,410

FIRE DEPARTMENT

Chief Jay Kolakoski
Office: (860) 584-7964
181 North Main Street
jaykolakoski@bristolct.gov



Bristol Fire Department Mission Statement:

"The Bristol Fire Department is dedicated to protecting the lives and property of the City's residents and visitors from all hazards including fire, natural, and manmade disasters. This is accomplished through training, fire prevention, public education, and emergency response with a commitment to professional performance and cultural diversity."

Service Narrative

The Bristol Fire Department has had the honor and privilege of providing fire and rescue services to the City of Bristol for over 150 years. The firefighters and staff are dedicated to providing the highest level of services to the City, its citizens, and visitors in the most efficient manner by the application of the most currently accepted means of emergency service delivery. This is accomplished by attending advanced training and through the use of state of the art equipment. Much of this training is completed by the firefighters while off duty or by using their vacation time. This is just one example of the dedication that the Fire Department and its members has for the community.

The Fire Department serves the community from five strategically located fire stations, housing five engine companies and one ladder company. The 80 line personnel are assigned to four platoons to maintain a shift strength of 20 firefighters, including officers and a shift commander. These line personnel respond to all calls for service, both emergency and non-emergency. Fire calls can be as simple as a smoldering mulch pile, or as complex as structure fire in a multiple family residence with people trapped inside. There are many types of other incidents that the Fire Department responds to including technical rescues involving high-angle rope rescues, confined space incidents, and vehicle/machinery extrications which all require specialized training. Firefighters also respond to service calls from citizens involving non-emergency situations. For example, water problems/evacuation, CO² incidents, and electrical problems are just some of the less emergent runs that the Fire Department responds to.

Public Safety - (continued)

Staff personnel are assigned to the Fire Prevention, Training, and Mechanical Divisions as well as to Administration. The overall operation of the Fire Department is administered by the Fire Chief with the aid of the Administrative Assistant. Responsibilities include budget preparation, program development, and oversight of subordinate divisions. The Fire Prevention Division is led by the Fire Prevention Officer and staffed by three Fire Inspectors along with a part-time Principle Clerk. The Training Division, located at Station 4, is overseen by the Senior Captain/Drill Master whose responsibility includes the maintenance of personnel skills and certifications, as well as ensuring the completion of mandated training and new training development. The Fire Equipment Technician oversees the Mechanical Division and is responsible for overall maintenance and repairs to all (24) vehicles, emergency equipment, and dozens of pieces of other service related equipment.

The Bristol Fire Department consists of six companies located as follows:

Tower 1 - 181 North Main Street
Engine Co. 1 - 181 North Main Street
Engine Co. 2 - 151 Hill Street
Engine Co. 3 - 81 Church Avenue, Forestville
Engine Co. 4 - 17 Vincent P. Kelly Road
Engine Co. 5 - 285 Mix Street

The Bristol Fire Department also operates the following reserve apparatus:

Engine 6 Engine 7 Engine 8 Tower 2

The following support vehicles are used by the Fire Department:

Fire 1 - Chief	Fire 7 - Fire Inspector
Fire 2 - Deputy Chief	Service 1 - Mechanical Division
Fire 3 - Fire Marshal	Brush 1 - Brush Truck
Fire 5 - Fire Inspector	Training 1 - Drill Master/Training Officer
Fire 6 - Fire Inspector	

Fiscal Year 2016 Major Service Level Accomplishments

- Renovations and addition completed Station #4
- Renovations and addition completed Station #5
- Design phase underway for Class A burn facility
- Started the 5 year replacement program for PPE
- Established formal mutual aid agreements with a number of surrounding towns
- Established an automatic aid agreement with the Wolcott Volunteer FD to enhance the delivery of fire suppression services in the southwest portion of the City
- Established collaborative relationships with all surrounding communities
- Secured remaining funding for SCBA replacement
- Established a second hood program to lessen exposure to toxins
- Established a more aggressive gear maintenance program

Fiscal Year 2017 Major Service Level Goals

- Secure needed funding to realign apparatus replacement schedule
- Begin and complete construction of the Class A burn facility
- Pursue grant opportunities for department wide training
- Begin operations as supplemental medical first responders
- Reevaluate planning for renovations at all City fire stations

Public Safety - (continued)

Several Career Days, Job Fairs and Fire Service lectures were administered at Bristol High Schools and City Organizations by Sr. Captain J. Blaschke, Chief J. Kolakoski and Fire Marshal R. Grimaldi; additionally, the fire department intern program continued with one (1) student from Bristol Eastern High School.

The Bristol Fire Department conducted training at the company level and training classes, covering multiple classes. These training classes covered a variety of topics including:

- Firefighter Based Drills
- Officer Incident Management Classes
- Several new operational procedures, rescue classes, apparatus driver training and hazardous materials classes

With much anticipation for 2017, the Bristol Fire Department is looking forward to utilizing the newly renovated Station 4 Training Classroom and the new Class "A" Burn Building/Training Structure. Having the updated classroom settings will allow the firefighters to experience a more realistic training experience and put the Bristol Fire Department above all others in comparison while we continue to make training a high priority.



Public Safety - (continued)

Fire Prevention Division/Fire Marshal's Office



“The Bristol Fire Marshal’s Office is committed to protecting the lives and property of our citizens and visitors through effective fire prevention, investigation, and public education and safety inspection programs.”

Service Narrative

The Fire Prevention Division/Fire Marshal’s Office is located at Central Fire Headquarters. Staff members include the Fire Marshal and three Fire Inspectors, trained and certified by the State of Connecticut as Fire Inspectors and Fire Investigators, and a part-time Principal Clerk.

The division is responsible for the enforcement of many of the sections found in Chapter 541 of the Connecticut General Statutes, as well as numerous codes sanctioned under the provision of these statutes, including the Connecticut State Fire Safety Code (CSFSC) and the Connecticut State Fire Prevention Code (CSFPC). These codes cover all occupancies except one and two-family dwellings and premises used for manufacturing. Using plan review, the inspection and abatement process, and permitting, we enable property owners to achieve compliance with those codes. A few examples of permitted spaces include Assembly areas where alcohol is served; Health Care facilities; Residential Board and Care; Group Homes; and Day-Care facilities. The office records and maintains case files relevant to the properties under our jurisdiction for the life of the building.

We regulate the issuance of permits to qualified license holders for the use, transportation, and storage of explosives within the city to assure compliance with State Explosives Regulations. We also conduct site inspections of all fireworks and special effects displays within the city for compliance with applicable State legislation, and make the determination of the amount of fire protection needed to be on site during a public display. The inspection of all tents and other portable structures for special events fall under our authority in order to regulate compliance with Connecticut State Fire Safety Regulations.

In addition, the office is responsible for investigating the origin, cause, and circumstance of all fires and explosions within the jurisdiction, as required by the Office of the State Fire Marshal. The process includes collecting and analyzing data at the scene and interpreting those findings in an organized and constructive manner in order to prevent future occurrences.

Public Safety - (continued)



The Division coordinates and conducts Public Fire and Life Safety Education programs to target groups, in particular school age children, at least annually or as requested by civic or community groups for older adults. We have access to the “Hap” Barnes Fire Safety Trailer, which is used as an interactive learning center for children to visualize and “practice” what they have learned during the programs.

Other duties include the administration and retention of required documentation regarding manufacturing employer hazardous materials notification, in accordance with SARA-Tier II reporting. The collection and revision of reportable quantities of stored chemicals within the city are updated annually with the cooperation of our local business owners.

The staff is required to attend schools, seminars, and training opportunities sponsored by the Connecticut State Fire Academy (CSFA) and/or the Office of Education and Data Management (OEDM) to keep abreast of any code changes, new regulations, and available technology to remain accredited and certified by the State Fire Marshal.

Public Safety - (continued)

Mechanical Division

The mission of the Mechanical Division is to proactively hold the entire fleet of the Bristol Fire Departments emergency apparatus in a constant state of readiness through a regular preventative maintenance schedule, and professionally maintain and service all vehicles and equipment.



Listed below are just some of the equipment that is maintained through the Mechanical Division:

- The motorized fleet consists of (8) Class A pumpers, (2) 100' Tower Ladders, (1) Medium Duty Rescue style truck, (11) Staff/Support vehicles, (1) Hazardous-Materials Trailer, and (1) Mass Decontamination Trailer. All vehicles are annually serviced and inspected, along with monthly brake inspections.
- Small emergency equipment consists of (5) complete sets of gasoline powered "Jaws of Life" systems, (18) chain saws, roof ventilation saws, and generators.
- The small lawn care equipment consists of (39) lawn mowers, string trimmers, leaf blowers, snow blowers, etc.
- Water mitigation equipment consists of approximately (28) gasoline centrifugal pumps, electrical sump style pumps, and back pack suction pumps.
- S.C.B.A. equipment consists of 49 air packs, 4 escape packs, 1 R.I.T. pack, and all related face pieces, etc.

Listed below are items that fall under the regulations of NFPA, and tested on their required timelines. They are scheduled, documented, and tracked through the Mechanical Division:

- Annual aerial and ground ladder testing by third party.
- Quarterly air analysis and system check for SCBA filling compressor by third party.
- Annual fire pump testing done in house.
- Annual fire hose testing done in house.
- Annual SCBA air pack flow testing.
- 5 year hydro-static flow testing for SCBA bottles.

**Program Summaries-
Public Safety**

Public Safety - (continued)

The Mechanical Repair Division is excited to re-locate in July of 2016 into the newly renovated Station 4 which will have a state of the art repair facility. Some of the features include the following:

- 25' ceiling height allowing vehicles to be lifted up 7' height, in conjunction with the new jacks being purchased.
- Full size bay length, height and width allowing large vehicles to be worked on inside year round. Currently many repairs have to be done outside.
- Dedicated "clean-room" for repairs and maintenance of S.C.B.A.'s, two-way radios, meters, etc.
- S.C.B.A. air compressor with a retractable reel for filling the on-board air tanks on the (2) Ladder trucks.
- Complete motor oil pump system with wall mounted reel dispensers.

Performance Measures**Quantitative:****BRISTOL FIRE DEPARTMENT ACTIVITY REPORT**

ACTIVITY	2012	2013	2014	2015
Structure Fires	144	125	59	124
Highway Vehicle Fires	29	21	20	17
Outside of Structure Fires	26	16	17	20
Brush /Grass/Wild land Fires	37	17	14	52
Rubbish/Dumpster Fires	28	26	25	23
All Other Fires	3	5	7	5
Rescue/EMS Response	97	46	88	182
False Alarms	389	414	423	400
Mutual Aid	1	2	1	0
Hazardous Materials Response	127	132	138	185
Other Hazardous Conditions	588	540	506	538
All Other Responses	750	723	792	813
TOTAL	2,219	2,067	2,090	2,359

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$7,320,738	\$7,551,660	\$7,778,055
Full Time Positions	88	88	88

**Program Summaries-
Public Safety**

Public Safety - (continued)

Budget Highlights

0012211 FIRE DEPARTMENT

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
514000		REGULAR WAGES	\$5,506,169	\$5,675,780	\$5,818,505	\$5,953,805	\$5,953,805
515100		OVERTIME	1,382,067	1,273,035	1,283,400	1,377,220	1,377,220
515200		PART TIME WAGES	10,125	17,830	17,830	17,115	17,115
517000		OTHER WAGES	422,377	398,825	431,925	429,915	429,915
TOTAL SALARIES			\$7,320,738	\$7,365,470	\$7,551,660	\$7,778,055	\$7,778,055
CONTRACTUAL SERVICES							
522300		UNION CONTRACT RESPONSIBILITIES	\$0	\$400	\$400	\$400	\$400
531000		PROFESSIONAL FEES AND SERVICES	21,367	41,900	41,900	41,900	41,900
541000		PUBLIC UTILITIES	41,783	47,000	47,000	40,000	40,000
541100		WATER AND SEWER CHARGES	6,192	5,900	5,900	6,100	6,100
542140		REFUSE	51	125	325	250	250
542500		LAUNDRY AND LINEN	1,972	1,900	1,900	1,900	1,900
543000		REPAIRS AND MAINTENANCE	37,911	42,000	40,827	42,000	42,000
543100		MOTOR VEHICLE SERVICE AND REPAIR	65,900	65,000	65,000	65,000	65,000
553000		TELEPHONE	10,160	10,900	10,900	10,900	10,900
553100		POSTAGE	1,373	1,500	1,500	1,500	1,500
554000		TRAVEL REIMBURSEMENT	32	100	100	100	100
555000		PRINTING AND BINDING	278	750	750	1,500	1,500
581120		CONFERENCES AND MEMBERSHIPS	604	2,500	2,888	3,300	3,300
581135		SCHOOLING AND EDUCATION	26,166	27,000	27,000	27,000	27,000
TOTAL CONTRACTUAL SERVICES			\$213,789	\$246,975	\$246,390	\$241,850	\$241,850
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES AND MATERIALS	\$5,499	\$5,500	\$5,500	\$6,000	\$6,000
561800		PROGRAM SUPPLIES	66,472	71,645	72,214	78,145	78,145
561805		FIRE PREVENTION DIVISION	6,443	6,500	6,500	6,500	6,500
561806		TRAINING DIVISION	5,439	6,500	6,500	6,500	6,500
561807		MECHANICAL DIVISION	1,899	2,000	2,000	2,000	2,000
562100		HEATING OIL	42,315	29,125	29,125	13,825	13,825
562200		NATURAL GAS	4,478	5,500	5,500	15,500	15,500
562300		GENERATOR FUEL	0	2,000	2,000	2,000	2,000
562600		MOTOR FUELS	37,092	32,310	32,310	22,700	22,700
563000		MOTOR VEHICLE PARTS	8,913	9,000	10,500	9,000	9,000
563100		TIRES	6,029	9,000	9,000	9,000	9,000
569000		OFFICE SUPPLIES	1,423	1,600	1,600	1,600	1,600
TOTAL SUPPLIES AND MATERIALS			\$186,002	\$180,680	\$182,749	\$172,770	\$172,770
CAPITAL OUTLAY							
570400	16006	RADIOS	\$0	\$26,550	\$26,726	\$0	\$0
570400	16011	ROLL RACK	0	8,500	8,500	0	0
570400	16016	TOOLBOX	0	6,000	6,000	0	0
570900	16007	BATTERIES	0	2,160	2,160	0	0
570900	16008	SCBA CYLD	0	8,500	8,500	0	0
570900	16009	HELMETS	0	14,500	14,500	0	0
570900	16010	GAS METERS	0	5,350	5,350	0	0
570900	16012	PROJECTOR	0	1,000	1,000	0	0
570900	16013	CODEBOOK	0	3,000	3,000	0	0
570900	16014	MINICUTTER	0	1,460	1,460	0	0
570900	16015	AREA LIGHT	0	1,610	1,610	0	0
570900	16017	SUB PUMP	0	2,000	2,000	0	0
570900	16019	CYAN METER	0	1,250	1,250	0	0
570902		ANNUAL LOOSE EQUIP. REPLACEMENT	1,851	2,000	2,000	2,000	2,000
570903		ANNUAL HOSE REPLACEMENT	4,870	5,000	5,000	5,000	5,000
570910		METERING EQUIPMENT	3,801	4,000	4,000	1,500	1,500
570915		ANNUAL BUNKER GEAR REPLACEMENT	0	26,000	52,000	34,000	34,000
579999		EQUIPMENT	0	0	0	187,560	0
TOTAL CAPITAL OUTLAY			\$10,522	\$118,880	\$145,056	\$230,060	\$42,500
TOTAL FIRE DEPARTMENT			\$7,731,051	\$7,912,005	\$8,125,855	\$8,422,735	\$8,235,175

**Program Summaries-
Public Safety**

Public Safety - (continued)

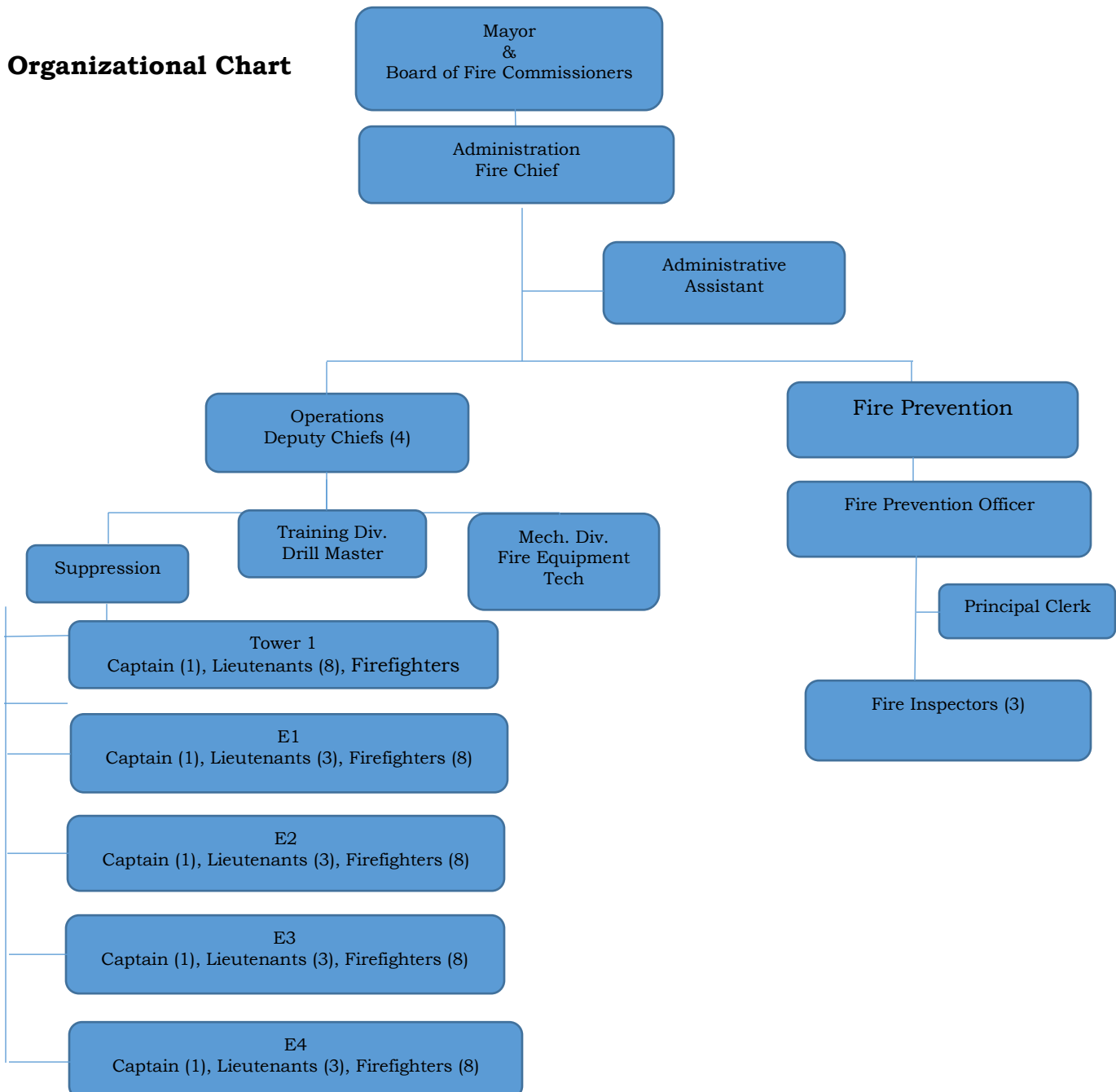
Board of Fire Commissioners:

Mayor Ken Cockayne, Chariman
Sara Mangiafico
David Preleski
Donald G. Goranson, Jr.
Barbara O'Neill
Greg Boulanger
Sean Moore

Expiration of Term:

11/2017
01/2017
11/2017
01/2018
01/2018
01/2019
01/2019

Organizational Chart





ACO Brian Skinner

ANIMAL CONTROL

Service Narrative

The Animal Control Officer operates the City's domestic animal and wild life control and protection program. The purpose is to provide responsive, efficient and high quality animal care and control services that preserves and protects public and animal safety.

Included in the Animal Control budget are the costs associated with the operation of the dog pound located on Vincent P. Kelly Road. Bristol's two Animal Control Officers are responsible for enforcing domestic animal and wild life regulations.

Fiscal Year 2016 Major Service Level Accomplishments

- Increased dog owners' awareness of laws and ordinances and reduced violations.
- Installed new sanitary equipment, updated kennels and received dog beds via donations.
- Facilitated the safe return of lost pets.
- Provided a safe, comfortable environment for lost or abandoned animals.
- Facilitated adoptions.
- Enforced the laws related to Animal Control.
- Acted as the Rabies Control Authority for the City of Bristol.

Fiscal Year 2017 Major Service Level Goals

- Continue to increase dog owners' awareness of laws and ordinances to reduce violations.
- Continue to facilitate the safe return of lost pets.
- Continue to provide a safe, comfortable environment for lost or abandoned animals.
- Continue to facilitate adoptions.
- Continue to enforce the laws related to Animal Control.
- Continue to act as the Rabies Control Authority for the City of Bristol.

**Program Summaries-
Public Safety**

Public Safety - (continued)

Performance Measures

Quantitative:

	FY12	FY13	FY14	FY15	FY16
Roaming Dog	368	361	305	311	276
Barking Dog	146	91	91	86	65
Animal Bites	50	81	28	40	33
Miscellaneous	3,379	2,942	2,630	2,427	2,356
Rabies	25	26	21	32	35
Dead Animals Disposed of	361	353	300	246	293
Total # Calls For Service	4,329	3,854	3,375	3,142	3,058
# Animals Impounded	301	215	167	182	148
# Animals Destroyed by Vet	34	15	1	8	7

Public Safety - (continued)

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$128,637	\$129,640	\$129,030
Full time Positions	2	2	2

Budget Highlights

0012312 ANIMAL CONTROL

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
514000		REGULAR WAGES	\$105,276	\$106,140	\$106,140	\$105,530	\$105,530
515100		OVERTIME	13,170	13,500	13,500	13,500	13,500
517000		OTHER WAGES	10,191	10,000	10,000	10,000	10,000
		TOTAL SALARIES	\$128,637	\$129,640	\$129,640	\$129,030	\$129,030
CONTRACTUAL SERVICES							
522100		CLOTHING ALLOWANCE L754	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
531000		PROFESSIONAL FEES AND SERVICES	3,576	6,300	6,300	5,000	5,000
541000		PUBLIC UTILITIES	2,200	2,200	2,200	2,400	2,400
541100		WATER AND SEWER CHARGES	526	850	850	850	850
557700		ADVERTISING	307	400	443	400	400
562200		NATURAL GAS	3,595	4,000	4,000	4,000	4,000
581135		SCHOOLING AND EDUCATION	150	300	300	300	300
		TOTAL CONTRACTUAL SERVICES	\$12,354	\$16,050	\$16,093	\$14,950	\$14,950
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES	\$196	\$500	\$500	\$500	\$500
561800		PROGRAM SUPPLIES	380	500	500	500	500
		TOTAL SUPPLIES AND MATERIALS	\$576	\$1,000	\$1,000	\$1,000	\$1,000
		TOTAL ANIMAL CONTROL	\$141,567	\$146,690	\$146,733	\$144,980	\$144,980

EMERGENCY MANAGEMENT

Harland Graime, Director

Office: (860) 866-7262

harleygraime@bristolct.gov



CERT Team

Service Narrative

The Emergency Management Office exists to formulate plans for the protection of the public in the event of large scale, natural or man-made disasters. The office prepares survival plans which may be used in the event of a natural and man-made disaster, for the administration of training programs for the protection and survival, and for the provision, inspection maintenance and operation of emergency facilities, equipment, personnel and communications.

Fiscal Year 2016 Major Service Level Accomplishments

The State provided the framework for a one day weather and school security emergency drill in October in response to the Governor's request for upgraded emergency preparedness and we fully participated in the scenario. Department heads from all affected departments/agencies assembled and responded to our Emergency Operations Center (EOC). We updated our EOC with new visual aid equipment and new ham radio antennas. Our Functional Needs Working Group, formed to assist this population in case of future emergencies, continues to operate and I was requested to address the CEMA Conference on its formation. We have designated the Bristol Senior Center as our primary emergency shelter. We have been fortunate during the past year to withstand a winter without any shelter operation necessary although we have provided the necessary warming and cooling shelters when faced with long term temperature extremes.

Fiscal Year 2017 Major Service Level Goals

In addition to always keeping our plans current with State requirements, we anticipate participating again in the statewide weather related drill. We will continue to upgrade the EOC with additional equipment and be prepared for any eventual emergency. We are extending our community outreach to civic and community groups for education in emergency preparedness and sheltering through our participation in the Capitol Region

**Program Summaries-
Public Safety**

Public Safety - (continued)

CERT Ambassador Program. We have initiated the FEMA directed STEP Program for teaching emergency preparedness in all 5th grade Bristol schools.

The City is very fortunate to continue to have an active and dedicated Community Emergency Response Team (CERT). The department works very closely with them to define and formulate their Standard Operating Procedures (SOP) relative to how they interface with the City's Emergency Response Plan. In the past year CERT members have volunteered over 1,000 hours of service to the city and participated in 17 civic and community events as well as emergency activation for EOC drills and operations. For more information and/or involvement in CERT, check this department's listing on the City's web page or their web page at bristolcert.com. It is a continuing goal to form a Medical Reserve Corps (MRC) of volunteer medically trained professionals to assist with medical and public health emergencies and situations which will enhance the city's ability to care for and service the needs of the community.

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$6,125	\$7,140	\$7,105
Part-time Positions	1	1	1

Budget Highlights

0012413 EMERGENCY MANAGEMENT

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
515200		PART TIME	\$6,124	\$6,140	\$7,140	\$7,105	\$7,105
		TOTAL SALARIES	\$6,124	\$6,140	\$7,140	\$7,105	\$7,105
CONTRACTUAL SERVICES							
553000		TELEPHONE	\$2,501	\$2,780	\$2,780	\$2,400	\$2,400
553100		POSTAGE	0	100	100	100	100
554000		TRAVEL REIMBURSEMENT	471	780	780	800	800
581120		CONFERENCES AND MEMBERSHIPS	100	200	200	300	300
		TOTAL CONTRACTUAL SERVICES	\$3,072	\$3,860	\$3,860	\$3,600	\$3,600
SUPPLIES AND MATERIALS							
561800		PROGRAM SUPPLIES	\$1,304	\$2,700	\$4,200	\$4,000	\$4,000
569000		OFFICE SUPPLIES	242	300	300	400	400
		TOTAL SUPPLIES AND MATERIALS	\$1,546	\$3,000	\$4,500	\$4,400	\$4,400
MISCELLANEOUS							
570400	16019	TRAILER	\$0	\$3,800	\$3,800	\$0	\$0
570400	17001	COMPUTER UPGRADE	0	0	0	0	1,500
579999		EQUIPMENT	0	0	0	1,500	0
561825		CERT	4,243	2,200	2,200	2,400	2,400
		TOTAL CAPITAL OUTLAY	\$4,243	\$6,000	\$6,000	\$3,900	\$3,900
		TOTAL EMERGENCY MANAGEMENT	\$14,985	\$19,000	\$21,500	\$19,005	\$19,005

BUILDING INSPECTION

Guy Morin, Chief Building Official
Office: (860) 584-6215
guymorin@bristolct.gov

Service Narrative

The Building Inspection Department is responsible for the public safety, health and welfare for people who live, work, and play in the City of Bristol. Whether in homes, offices, schools, stores, factories, or places of entertainment, people rely on the safety of the structures that surround them in their everyday lives. This is accomplished by enforcing the current prevailing building codes, zoning regulations, ordinances, and statutes adopted by the City of Bristol and the State of Connecticut.

The Building Inspection Department performs many functions, including the review of permit applications and construction plans, issue permits, conduct inspections, and issue certificates of occupancy, use, and completion. The department also responds to emergency situations such as fires, floods, damaged structures, etc., and any occurrence that affects the integrity of a structure. Enforcement relationships have been enhanced between the department and the Police Department, Public Works Department, Health District, by the development and participation in the Code Enforcement Committee. The Building Department has the leading role of enforcing anti-bligh and property maintenance violations under the direction of Mayor Cockayne.

Fiscal Year 2016 Major Service Level Accomplishments

- Maintained a high level of customer service to residents and contractors
- Expanded the property maintenance enforcement with the hiring of a full time code enforcement /building inspector
- Implemented permit payment with credit/debit cards

Fiscal Year 2017 Major Service Level Goals

- Continue to work efficiently with the building department staff by expanding the training of inspectors to allow for cross training
- Implement the use of credit card payments for permits and upgrade the accounting process including hardware
- Continue to expand the information available to our customers on the existing website regarding building codes, zoning regulations and code enforcement issues

Performance Measures

Quantitative:

Activity	FY 2014	FY 2015	FY 2016
Building/Mechanical Permits Issued	3,192	3,092	3,369
Value of Construction	\$55,315,458	\$38,330,232	\$76,440,263
Actual Revenue Collected	\$622,418	\$569,895	\$940,743

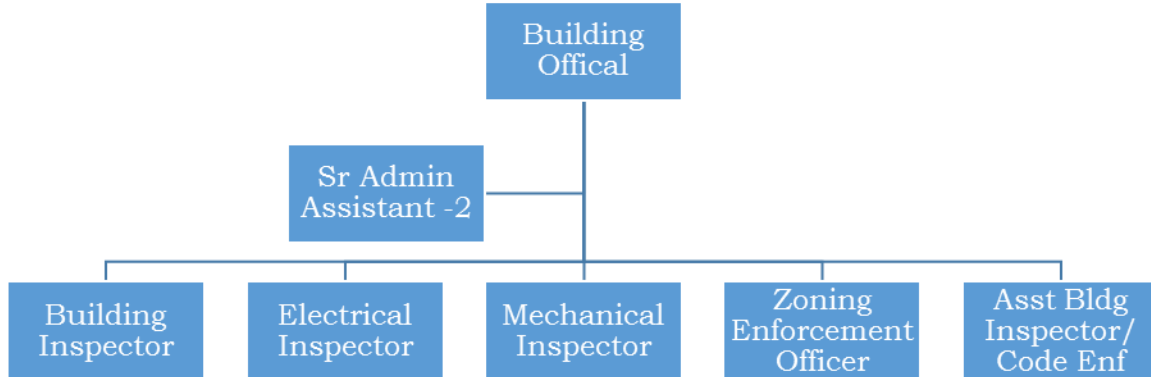
**Program Summaries-
Public Safety**

Public Safety - (continued)

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$472,269	\$510,893	\$518,160
Full Time Positions	7	8	8

Organizational Chart



Budget Highlights

0012615 BUILDING INSPECTION

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
514000		REGULAR WAGES	\$466,337	\$504,745	\$505,783	\$509,170	\$509,170
515100		OVERTIME WAGES	3,850	3,675	3,675	3,265	3,265
517000		OTHER WAGES	2,082	1,435	1,435	5,725	5,725
TOTAL SALARIES			\$472,269	\$509,855	\$510,893	\$518,160	\$518,160
CONTRACTUAL SERVICES							
543000		REPAIRS AND MAINTENANCE	\$5	\$150	\$150	\$150	\$150
543100		MOTOR VEHICLE SERVICE AND REPAIR	1,867	500	500	485	485
553000		TELEPHONE	4,177	4,520	4,520	4,520	4,520
553100		POSTAGE	732	1,100	1,100	1,100	1,100
555000		PRINTING AND BINDING	723	500	500	500	500
557700		ADVERTISING	0	100	100	100	100
581120		CONFERENCES AND MEMBERSHIPS	1,045	1,905	1,905	2,030	2,030
TOTAL CONTRACTUAL SERVICES			\$8,549	\$8,775	\$8,775	\$8,885	\$8,885
SUPPLIES AND MATERIALS							
561800		PROGRAM SUPPLIES	\$2,760	\$1,000	\$1,000	\$1,000	\$1,000
562600		MOTOR FUELS	3,599	4,500	4,500	4,000	4,000
563100		TIRES, TUBES, CHAINS, ETC	0	200	200	200	200
569000		OFFICE SUPPLIES	549	550	550	550	550
TOTAL SUPPLIES AND MATERIALS			\$6,908	\$6,250	\$6,250	\$5,750	\$5,750
CAPITAL OUTLAY							
579999		EQUIPMENT	\$0	\$0	\$0	\$32,680	\$0
TOTAL CAPITAL OUTLAY			\$0	\$0	\$0	\$32,680	\$0
TOTAL BUILDING INSPECTION			\$487,726	\$524,880	\$525,918	\$565,475	\$532,795